

**STATE OF MARYLAND  
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



**Invitation for Bids (IFB) No. DHCD-17-7  
REHABILITATION INSPECTION SERVICES**

**IFB Issue Date:** August 4, 2016

**Procurement Officer:** Amanda Pinder  
7800 Harkins Road, Room 262, Lanham, Maryland 20706  
Phone: (301) 429-7780  
E-mail: [amanda.pinder@maryland.gov](mailto:amanda.pinder@maryland.gov)

**Contract Monitor:** David Klingler  
7800 Harkins Road, Lanham, Maryland 20706  
Phone: (301) 429-7799  
E-mail: [david.klingler@maryland.gov](mailto:david.klingler@maryland.gov)

**Bids are to be sent to:** Department of Housing and Community Development  
7800 Harkins Road, Room 262, Lanham, Maryland 20706  
Attention: Amanda Pinder

***Mark in the lower left or right-hand corner: "IFB No. DHCD-17-02; MUST BE OPENED BY ADDRESSEE ONLY."***

***Bids must be sealed and clearly labeled exactly as indicated to ensure that they are delivered intact and unopened.***

**Bid Due (Closing) Date and Time:** Thursday, August 18, 2016, at 2:00 P.M., Local Time

**NOTICE**

Prospective Bidders who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address so that any amendments to the IFB and other communications may be sent to them.

**Minority Business Enterprises and Certified Small Businesses  
are encouraged to respond to this solicitation.**

## **General Information**

### **Summary**

The Department of Housing and Community Development (DHCD), a principal department of the State of Maryland (State), is seeking qualified contractors to provide inspection services to DHCD with the analysis of property offered as security by single family homeowners making application for rehabilitation loans.

### **Contract Type**

The Contract resulting from this solicitation shall be an indefinite quantity contract with firm fixed unit prices as defined in COMAR 21.06.03.06.A(2) (indefinite quantity) and 21.06.03.02.A(1) and (2) (fixed price and firm fixed price).

### **Contract Duration**

The duration of the Contract shall be for two years, commencing upon execution of the contract. There are no renewal options

### **Procurement Officer**

The Procurement Officer is the primary point of contact in the State for purposes of this IFB prior to the award of any Contract. The name and contact information of the Procurement Officer are indicated in the title page.

The Department may change the Procurement Officer at any time by written notice.

### **Contract Monitor**

The Contract Monitor is the State representative for this Contract who is primarily responsible for Contract administration functions after Contract award. The name and contact information of the Contract Monitor are indicated on the title page.

The Department may change the Contract Monitor at any time by written notice.

### **Questions**

Inquiries regarding this IFB should be directed to the Procurement Officer listed on the title page.

### **Procurement Method**

This Contract will be awarded in accordance with COMAR 21.05.07, which governs the procurement of items expected to cost \$25,000 or less.

### **Bid Closing Date and Time**

All bids must be received at the address listed on the title page and no later than the Bid Due Date and Time indicated on the title page. **No late bids will be accepted.**

### **Duration of Bid**

Bids submitted in response to this IFB are irrevocable for ninety (90) days following the closing date for bids. The Procurement Officer may extend this period, with the Bidder's written consent.

### **Multiple or Alternate Bids**

Multiple and/or alternate Bids will not be accepted.

### **Award Basis**

The Contract shall be awarded to the responsible Bidder submitting a responsive Bid with the most favorable bid price (per COMAR 21.05.07.06.D(2)). One (1) award shall be made.

### **Substitution of Personnel**

Any substitution of personnel after the Contract has begun must be approved in writing by the Contract Monitor prior to the substitution. If the Contractor substitutes personnel without the prior written approval of the Contract Monitor, the Contract may be terminated.

### **Minority Business Enterprises (MBEs)**

Minority Business Enterprises (MBEs) are encouraged to respond to this solicitation. MBE vendors are encouraged to obtain MBE certification from the Maryland Department of Transportation, Office of Minority Business Enterprise. Direct all certification-related questions to:

Office of Minority Business Enterprise  
Maryland Department of Transportation  
P.O. Box 8755  
BWI Airport, Maryland 21240-0755  
(410) 859-7328  
<http://www.mdot.maryland.gov>

### **Small Businesses**

Although this is not a Small Business Reserve procurement, small businesses are encouraged to respond to this solicitation and to register with the Maryland Department of General Services for the Maryland Small Business Reserve Program through a self-certification process at <https://www.smallbusinessreserve.maryland.gov/registration/>.

A "Small Business" is a business, other than a broker, that meets the following criteria:

- The business is independently owned and operated;
- The business is not a subsidiary of another business;
- The business is not dominant in its field of operation;
- The wholesale operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$4,000,000 in its most recently completed 3 fiscal years;

- The retail operations of the business did not employ more than 25 persons, and the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;
- The manufacturing operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- The service operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$10,000,000 in its most recently completed 3 fiscal years;
- The construction operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years; and
- The architectural and engineering operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.

If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

#### **Verification of Registration and Tax Payment**

Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://sdacert3.resiusa.org/ucc-charter/>. It is strongly recommended that any potential Bidder complete registration prior to the due date for receipt of Bids. A Bidder's failure to complete registration with SDAT may disqualify an otherwise successful Bidder from final consideration and recommendation for Contract award.

#### **Mandatory Contractual Terms**

By submitting a Bid in response to this IFB, a Bidder, if selected for award, shall be deemed to have accepted all terms and conditions of this IFB *and* the State's mandatory terms and conditions under COMAR 21.07.01: [http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=21.07.01.\\*](http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=21.07.01.*). Any exceptions to this IFB must be raised prior to Bid submission. Changes to the solicitation, including the Bid Form, made by the Bidder may result in Bid rejection.

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## MINIMUM QUALIFICATIONS

The following qualifications shall be met to be considered for contract award:

- A. Education. The bidder shall have a High School Degree or equivalent. Proof of required education shall be provided in written form by certificate of such degree or equivalent.
- B. Experience. The bidder shall have the experience listed below. Proof of experience shall be provided in writing in the form of a resume with references. Additional proof shall be provided where indicated.
1. Experience in residential construction or home improvement and renovation - 5 years.
  2. Experience with MS Word - 2 years.
  3. Experience as MHIC licensed contractor - bidder is currently or has been a previously licensed MHIC contractor. **Provide copy of MHIC license and/or license number.**

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## **SCOPE OF WORK**

### **Background**

The purpose of this IFB is to invite qualified inspectors to provide analysis of single family housing.

The qualified inspector analyzes residential properties, evaluates plans, specifications and contractors' bids; inspects rehabilitation work in process and at completion and recommends payment of loan funds; and provides technical assistance to loan applicants, local governments and contractors on loan programs offered by Single Family Housing's Special Loan Programs (SLP). The duties performed will help Single Family Housing increase the percentage of low and moderate-income Maryland households who live in safe, sanitary and accessible housing .

### **Essential Job Functions and Other Assigned Duties.**

1. Inspect residential properties and prepare work write-ups detailing all work required to bring property into compliance with local codes, eliminate health and safety violations, provide appropriate accessibility remedies and eliminate/reduce lead hazards.
2. Prepare cost estimates and evaluate plans, specifications and bid proposals for completeness.
3. Inspect properties during rehabilitation to ensure that work is completed in accordance with all bid and contract documents, and recommend release of funds.
4. Advise applicants about rehabilitation procedures including the bid process, contracts, inspection and payment procedures.
5. Interact with other professionals:
  - a. Contractors: Answer questions and explain contract documents and program requirements, schedule draw inspections, and assess change order requests.
  - b. Local Participating Administrators: Answer questions about rehabilitation or lead paint requirements, provide field assistance as needed, assist in dispute resolutions and provide training and monitoring oversight.
  - c. General Public: Answer questions about program availability and requirements.
  - d. Underwriters and Program Director: Determine status of cases, answer questions and provide rehabilitation guidance.
6. Make decisions based on the following;
  - a. Determine the completeness and accuracy of pricing on contractors' bids. Make recommendations to Loan Underwriter and/or Program Director on final contractor price including contingency amounts.
  - b. Determine the feasibility of rehabilitating structures, assesses the work that needs to be done to bring the home into compliance with local codes and eliminate/reduce lead hazards and calculates a reasonable estimate for the job. Make a recommendation to the Loan Underwriter and Program Director.

- c. Inspect work in place and determines eligibility for payment to the contractor. Submit inspection reports and recommends payment to Loan Underwriter and Program Director.
- d. Review and recommend change orders proposed by the homeowner or contractor on the job site. Make recommendation to homeowner, contractor and Program staff.

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## **BID FORMAT**

**Required Bid Submissions.** Submit two (2) copies of each of the following documents with original signatures *in a sealed envelope* to the Procurement Officer by the bid due date and time and to the address listed on the title page. Failure to include all required submissions may result in a bid being deemed non-responsive.

- A. Transmittal Letter. A Transmittal Letter shall accompany the Bid and include the following:
  - 1. Name and address of the Bidder;
  - 2. Name, title, e-mail address, and telephone number of primary contact for the Bidder;
  - 3. Solicitation Title and Solicitation Number that the Bid is in response to;
  - 4. Signature, typed name, and title of an individual authorized to commit the Bidder to its Bid;
  - 5. Federal Employer Identification Number (FEIN) of the Bidder, or if a single individual, that individual's Social Security Number (SSN);
  - 6. Bidder's eMM number;
  - 7. Bidder's MBE certification number (if applicable);
  - 8. Acceptance of all State IFB and Contract terms and conditions; and
- B. Completed Bid Form (**Attachment A**)
- C. Documentation providing proof of minimum qualifications.

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**IFB No. DHCD-17-02**  
**PRICE BID FORM**

The Price Bid Form is used to calculate the Bidder's TOTAL, EVALUATED BID PRICE. Follow these instructions carefully when completing your Price Bid Form:

- A. All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15, and must be the actual price per unit for the specific item or service identified in this IFB. Every blank below shall be filled in.
- B. All calculations shall be rounded to the nearest cent, i.e., .344 shall be .34 and .345 shall be .35.
- C. Except as instructed on the Price Bid Form, nothing shall be entered on or attached to the Price Bid Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions may render this Bidder's submission nonresponsive.

Item	Price
Initial Inspection to include: <ul style="list-style-type: none"><li>1. Contact with the applicant to set appointment</li><li>2. Conduct a property inspection to determine required rehabilitation work in order to comply with the Special Loan Program's Rehabilitation Standards.</li><li>3. Take digital pictures of: External front/back/side of building; specific areas where rehabilitation work is required.</li><li>4. Prepare a written Work Write Up and provide an estimate of project cost to the Program Underwriter.</li></ul>	\$
Bid Review to Final Underwriting: <ul style="list-style-type: none"><li>1. Receive and Review bids from contractors to insure all items of the Work Write Up are addressed.</li><li>2. Compare proposed cost against developed cost estimate and determine bidder eligibility.</li><li>3. Contact Homeowner to determine choice of contractor proposal.</li><li>4. Meet with Homeowner and Contractor to execute contract.</li><li>5. Submit Final Underwriting to Program Underwriter.</li></ul>	\$
Change Orders During Construction <ul style="list-style-type: none"><li>1. Any change necessitating changes to the Work Write Up and/or Contract Proposal accepted by the Homeowner and Inspector.</li></ul>	\$
Inspections for Progress Payments <ul style="list-style-type: none"><li>1. As requested by the contractor to inspect progress draws.</li><li>2. Submit approved draw request to Program with copies of the inspection approval and contractor invoice.</li><li>3. Final Inspection and Payment request must include a completion certificate signed by the Homeowner, Contractor and Inspector and include copies of any county permits not previously provided.</li></ul>	\$

**IFB No. DHCD-17-02**  
**PRICE BID FORM (Continued)**

Submitted By:

Bidder Name: \_\_\_\_\_

Bidder Address: \_\_\_\_\_

Bidder Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Bidder E-mail: \_\_\_\_\_

Bidder FEIN: \_\_\_\_\_ Bidder eMM #: \_\_\_\_\_

Bidder MDE Contractor Accreditation Number: \_\_\_\_\_

Bidder Small Business Certification Number, if applicable: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_